

U.S. Court of Appeals for the Federal Circuit
Clerk's Office

The seal of the U.S. Court of Appeals for the Federal Circuit is a circular emblem. It features an eagle with spread wings, perched on a shield with vertical stripes. The eagle is surrounded by a ring of stars. The outer border of the seal contains the text "UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT" in a circular arrangement.

Electronic Filing Procedures

December 2018

Version 2.3

CM/ECF User's Guide
For Use with NextGen CM/ECF 1.3

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I. Introduction

These electronic filing procedures (or "CM/ECF User's Guide") are issued pursuant to Fed. Cir. R. 25, and they apply to all cases in the U.S. Court of Appeals for the Federal Circuit subject to electronic filing. Nothing in these procedures modify any requirements under the Federal Rules of Appellate Procedure or the Federal Circuit Rules; when these procedures conflict with a rule of this court, the rule governs.

For questions about these procedures, please contact the Clerk's Office at 202-275-8000 from 8:30 a.m. to 4:30 p.m. (Eastern), Monday through Friday.

Additional resources are available on our website at

<http://www.cafc.uscourts.gov/>.

II. Use of the Electronic Filing System

A. Authority

Electronic filing is authorized in the U.S. Court of Appeals for the Federal Circuit by Fed. R. App. P. 25(a)(2)(D) and governed locally by the requirements of Fed. Cir. R. 25. Effective May 17, 2012, electronic filing is mandatory for attorneys filing in the Federal Circuit, unless they are granted a specific exemption or are unrepresented (pro se) parties. Electronic filing is permitted through the Case Management/Electronic Case Filing (CM/ECF) system operated by the federal judiciary at <http://ecf.cafc.uscourts.gov>. Public access to electronic court documents is available through the Public Access to Court Electronic Records (PACER) service at <http://www.pacer.gov>.

B. General Requirements

There is no charge for registering to use the electronic filing system, and all attorneys who appear before this court must register for electronic filing. Fed. Cir. R. 25(a). Additionally, all fees paid by counsel must be made through the electronic filing system. Fed. Cir. R. 25(a). Electronic filing ability is limited to members in good standing of the court's bar.

Unrepresented parties must provide all documents to this court in paper form. Electronic filing is by leave of the court only. All parties receive one free copy of documents that are electronically filed in their cases, which they can save or print. Additional copies are available through PACER at a cost of \$0.10 per page, with a maximum charge of \$3.00 per document. Copies of court opinions are available at no charge via PACER or the court's website at <http://www.caafc.uscourts.gov>.

C. Account Security

In registering for electronic filing, users agree (1) to protect the security of their account information (including account password) and (2) to notify the PACER Service Center (800-676-6856) and the Clerk's Office (accountservices@cafc.uscourts.gov) if account information has been compromised.

Accordingly, no electronic filer may knowingly permit or cause to permit a filer's log-in and password to be used by anyone other than an authorized agent of the electronic filer.

D. Create a PACER Account

This procedure is for members of the public who do not already have a PACER account and are interested in viewing Federal Circuit court records.

Attorneys interested in electronic filing or admission to the bar should refer to [Attorney Registration](#).

Members of the public, including unrepresented parties and members of the media, interested in receiving case-specific notices should refer to [Public Interested Person Registration](#).

1. Go to <http://www.pacer.gov>
2. Select **Register** from the main menu bar, then click **Start**.
3. Click **View** Admissions as the registration type.



4. Complete the personal information and account information pages.
For account creation assistance please contact the PACER Service Center at 800-676-6856.

E. Attorney Registration

Attorneys seeking to file electronically must (1) register for electronic filing and (2) be admitted to the bar. Both requirements can be completed through PACER.

1. E-File Registration Only

- a. This procedure is for members of the Federal Circuit bar who have never registered for electronic filing at the Federal Circuit.
- a. Go to <http://www.pacer.gov>.
- b. Select **Register** from the menu bar, then **Start**.
- c. Select **E-File and/or Attorney Admissions**.



- d. Select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.
- e. Select one of the options based on your type of PACER account, including creating a PACER account if you do not already have one. Select one of the options based on your electronic filing history in the Federal Circuit. If you have never filed electronically with the Federal Circuit, you will eventually reach the following screen:

Registration Wizard

E-File Registration for Upgraded PACER Accounts

SELECT THE APPROPRIATE ROLE TYPE:

Attorney

Non-Attorney

Back Done

For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

- f. Select **Attorney**. (Users may have an additional screen to click through to continue.)
- g. On the **In What Court Do You Want to Practice** screen, select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type * U.S. Appellate Courts

Court * U.S. Court Of Appeals, Federal Circuit - NextGe

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

Next Reset Cancel

h. Select **E-File Registration Only**.

Note: Federal, state, and local government attorneys appearing on behalf of a government party should select **Federal Attorney**. See Fed. Cir. R. 46(d).

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

E-File Registration Only

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Effective May 17, 2012, electronic filing is mandatory for attorneys filing in the Federal Circuit, unless they are granted a specific exemption or are self-represented litigants. Fed. Cir. R. 25. Attorneys must register with the PACER Service Center as Attorney Filing users. Please allow two to three business days for processing of your electronic filing registration.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

Attorneys who are not admitted to the Federal Circuit bar may apply for admission electronically. Instructions are available at <http://www.ca9c.uscourts.gov/contact/attorney-admission-information>. If necessary, upload your Certificate of Good Standing with payment when requested after the initial submission of your Application for Admission.

Back

Cancel

- i. Complete the fields on the E-File Registration Page.

The screenshot shows the 'MANAGE MY ACCOUNT' interface. At the top, it says 'Welcome, India Juliet' and has a 'Logout' button. Below this is a table of account details:

Account Number	7033512
Username	cafcattorney3
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below the table is the section 'COMPLETE ALL SECTIONS OF E-FILE REGISTRATION'. Under 'Filer Information', there is a red asterisk indicating required information. The 'Role in Court' is set to 'Attorney'. The 'Title' field has a dropdown menu with the text 'Select a title or enter your own'. A checkbox labeled 'Use a different address. Checking this will clear the address fields below.' is present. Below this are several text input fields for 'Firm/Office', 'Unit/Department', 'Address', 'Room/Suite', 'City', and 'State' (which is a dropdown menu with 'Select State' as the current selection).

Additional Information

- Add information about your admission at other courts. (While optional, this information helps with matching your existing bar record.)

Delivery Method and Formatting

- Select how frequently and in what format you wish to receive email notifications. You can also add additional emails to receive notice in **Additional Email Addresses**.
- j. On the next screen, select your payment options for PACER and other fees, then click **Next**.
- k. Review the E-Filing Terms of Use and click the two acknowledgements.
- l. Click **Submit**. You will receive electronic notification once your request has been processed.

Note: Please allow two to three business days for processing by the Clerk's Office.

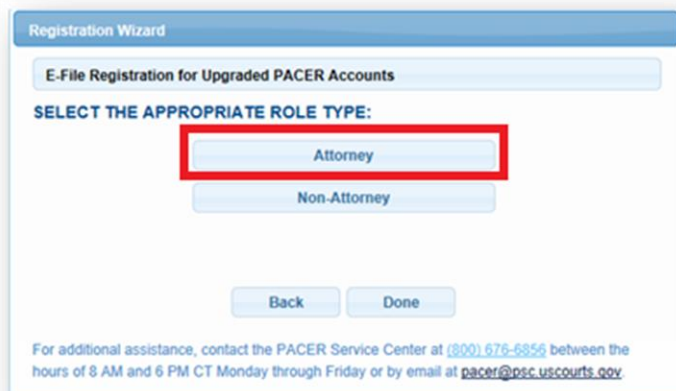
2. Attorney Admissions and E-File

This procedure is for registering for electronic filing and for applying to the bar at the same time. Please review Fed. Cir. R. 46 and our website for [attorney admission requirements](#).

- a. Go to <http://www.pacer.gov>.
- b. Select **Register** from the menu bar, then **Start**.
- c. Select **E-File and/or Attorney Admissions**.



- d. Select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.
- e. Select one of the options based on your type of PACER account, including creating a PACER account if you do not already have one. Select one of the options based on your electronic filing history in the Federal Circuit. If you have never filed electronically with the Federal Circuit, you will eventually reach the following screen:



- f. Select **Attorney**. (You may have an additional screen to click through to continue.)
- g. On the **In What Court Do You Want to Practice** screen, select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

- h. Click **Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court** and complete the Federal Circuit's [application form on its website](#).

i. Select **Attorney Admissions and E-File**.

Note: Federal, state, and local government attorneys appearing on behalf of a government party should select **Federal Attorney** to be admitted for the limited purposes of representing the United States or another government entity. This status does not confer admission to the Federal Circuit's bar. See Fed. Cir. R. 46(d).

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

E-File Registration Only

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Effective May 17, 2012, electronic filing is mandatory for attorneys filing in the Federal Circuit, unless they are granted a specific exemption or are self-represented litigants. Fed. Cir. R. 25. Attorneys must register with the PACER Service Center as Attorney Filing users. Please allow two to three business days for processing of your electronic filing registration.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

Attorneys who are not admitted to the Federal Circuit bar may apply for admission electronically. Instructions are available at <http://www.cafc.uscourts.gov/contact/attorney-admission-information>. If necessary, upload your Certificate of Good Standing with payment when requested after the initial submission of your Application for Admission.

Back

Cancel

- j. Complete the following Attorney Admissions page, including providing information about your bar sponsor, and click **Next**.

COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

*** Required Information**

FEDERAL BAR INFORMATION

☐ I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
+ Add		

STATE BAR INFORMATION

☐ I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
+ Add		

Sponsoring Attorney

Bar ID Jurisdiction

First Name Middle Name Last Name

Attorney Information

Note: Upload the completed Federal Circuit's [application form \(Form 21\)](#) under **Document Upload**. You must first flatten the form before uploading it. See [Portable Document Format – Flattening a PDF](#).

If you are seeking **admission without a sponsor**, you will also need to submit a certificate of good standing. You can either (1) attach this certificate to the single PDF document including your application or (2) upload the certificate at the time of paying the admission fee. The second option may delay the processing of your admission application.

- k. Complete the fields on the E-File Registration Page and click **Next**.

The screenshot shows the 'MANAGE MY ACCOUNT' interface. At the top, it says 'Welcome, India Juliet' and has a 'Logout' button. Below this is a table of account details:

Account Number	7033512
Username	calclawney3
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below the table is a section titled 'COMPLETE ALL SECTIONS OF E-FILE REGISTRATION'. Under this is a 'Filer Information' section with a red asterisk indicating required information. It includes a 'Role in Court' dropdown set to 'Attorney' and a 'Title' dropdown with the option 'Select a title or enter your own'. A note asks the user to verify their address, with a checkbox to 'Use a different address'. Below this are input fields for 'Firm/Office', 'Unit/Department', 'Address' (with a red asterisk), 'Room/Suite', 'City' (with a red asterisk), and 'State' (with a red asterisk and a dropdown menu).

Additional Information

- Skip this section.

Delivery Method and Formatting

- Select how frequently and in what format you wish to receive email notifications. You can also add additional emails to receive notice in **Additional Email Addresses**.
- l. On the next screen, select your payment options for PACER and other fees, then click **Next**.
- m. Review the Policies and Procedures for Attorney Admission, E-Filing Terms of Use, and Policies and Procedures for Electronic Filing. Click the acknowledgements.
- n. Click **Submit**.

You will receive electronic notification to complete payment of the admission fee and the rest of the admission process.

Note: Please allow two to three business days for processing by the Clerk's Office.

F. Public Interested Person Registration

Although electronic filing is available only to attorneys, other public users, such as unrepresented parties and members of the media, can register for limited access to CM/ECF, which will allow for registering for electronic notification of docket activity in individual cases. See [Notice for Cases of Interest](#).

1. Go to <http://www.pacer.gov>.
2. Select **Register** from the menu bar, then **Start**.
3. Select **E-File and/or Attorney Admissions**.
4. Select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.
5. Select one of the options based on the type of PACER account you have and your electronic filing history. If you have never filed electronically with the Federal Circuit, you will eventually reach the following screen:

Registration Wizard

E-File Registration for Upgraded PACER Accounts

SELECT THE APPROPRIATE ROLE TYPE:

Attorney

Non-Attorney

Back Done

For additional assistance, contact the PACER Service Center at (800) 675-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@nsc.uscourts.gov

6. Select **Non-Attorney**.

7. Complete the fields on the E-File Registration Page and click **Next**.

The screenshot displays the 'COMPLETE ALL SECTIONS OF E-FILE REGISTRATION' page. The 'Filer Information' section is highlighted with a blue header. A yellow box contains a disclaimer: 'Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.' Below this, a red asterisk indicates 'Required Information'. The form includes dropdown menus for 'Court Type' (set to 'U.S. Appellate Courts') and 'Court' (set to 'Select Court'). The 'Role in Court' is set to 'Interested Party'. A checkbox for 'Use a different address' is present. Address fields include 'Firm/Office', 'Unit/Department', 'Address' (multiple lines), 'Room/Suite', 'City', 'State' (dropdown), 'Zip/Postal Code', and 'Country' (set to 'United States of America'). Phone fields include 'Primary Phone', 'Alternate Phone', 'Text Phone', and 'Fax Number'.

Additional Information

- This section can be skipped.

Delivery Method and Formatting

- Select how frequently and in what format you wish to receive email notifications. You can also add additional emails to receive notice in **Additional Email Addresses**.

8. On the next screen, select your payment options for PACER and other fees, then click **Next**.
9. Review the E-Filing Terms of Use and click the acknowledgements.
10. Click **Submit**. You will receive electronic notification once your request has been processed.

Note: Please allow two to three business days for processing by the Clerk's Office.

G. Check the Status of Your Request/Application

After submitting your request for e-filing access or for admission to the bar, you can check online for the status of your request.

1. Go to <http://www.pacer.gov>.
2. Click **Manage My Account** at the top of the screen.
3. Log on using your PACER credentials.
4. Under the **Maintenance** tab, select **Check E-File Status** to review the status of your registration.



H. Account Maintenance

1. Updating Contact Information

Attorneys must maintain current name, address, email, and telephone information with the Clerk's Office, as well as promptly notify the Clerk's Office of changes to any of this information. See Fed. Cir. R. 46(e). Note that the "service of a filing to an invalid email address constitutes valid service if the individual has failed to timely provide a current email address." Fed. Cir. R. 25(e)(1).

Note: Attorneys must promptly file an amended Entry of Appearance in all pending cases when any contact information changes. See Fed. Cir. R. 47.3(c)(1).

2. Manage My Account

The following options are available within PACER's account maintenance menu.

For assistance with PACER account maintenance, please contact the PACER Service Center at 800-676-6856. The Clerk's Office does not have the ability to access or to update individual account information, including login credentials.

a. Settings Tab

- Change Username
- *Change Password*: Passwords must be at least 8 characters, which can contain letters, numbers, and special characters such as underscores, periods, and exclamation points. Password changes are immediate.
- *Set Security Information*: Setting up security questions allows you to reset your forgotten password. You will be prompted to answer the questions on file to reset your password.
- *Update PACER Billing Email*: Enter the email address where you want to receive billing notices.
- *Set PACER Billing Preferences*: Set account preferences for use in CM/ECF. This allows you to turn off viewing of transaction receipts and require the use of a client code.

b. Maintenance Tab

- Update Personal Information: Name information.
- *Update Address Information*: Mailing address, phone numbers.
- *Update E-Filer Email Noticing and Frequency*: Update the email address, delivery method, and formatting options at participating courts for which you are an accepted e-filer.
- *Display Registered Courts*: See a list of courts in which you are an accepted e-filer. This option will only appear if you have submitted an e-file registration at a court.

- *Attorney Admissions/E-File Registration:* Apply to e-file at a participating court.
- *Non-Attorney E-File Registration:* Non-attorneys (i.e., pro se filers, interested parties, or filing agents) may register for e-file privileges at a participating court.
- *Check E-File Status:* Select a court and court type to check your e-file status in that court. This option will only appear if you have submitted an e-file registration at a court.
- *E-File Registration/Maintenance History:* View a list of all your admissions and e-file registration and maintenance requests. This option will only appear if you have submitted an e-file registration at a court.

c. Payments Tab

- *Make One-Time PACER Fee Payment:* Pay PACER account balance or another amount.
- *Manage My Stored Payment Information:* Store a credit card as a default payment method for filing and attorney admissions fees, or for automatic billing for PACER fees.

d. Usage Tab

- *View Quarterly Invoice/Statement of Account*
- *View Detailed Transactions:* View details about your searches and PACER fees.

I. Legacy CM/ECF Accounts

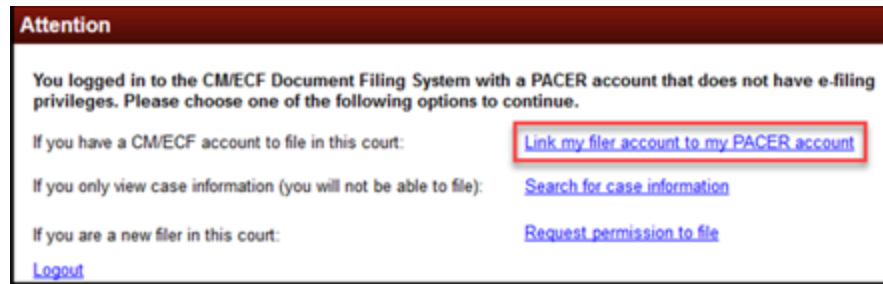
Beginning **March 19, 2018**, existing Federal Circuit CM/ECF users will need to link their existing CM/ECF account (legacy account) to their individual PACER accounts the first time logging on to the Federal Circuit's CM/ECF system.

1. Go to <http://ecf.cafc.uscourts.gov>.
2. Click the **CM/ECF Document Filing System** link.
3. Log on using your upgraded individual PACER account.

If you do not have an individual PACER account, create one [here](#).

If you did not upgrade your PACER account before March 14, 2018, click [here](#).

4. Click **Link My Filer Account to My PACER Account**.



5. Enter your legacy appellate CM/ECF credentials for the Federal Circuit and click **Submit**.
6. If the linking process was successful, you will see the new NextGen Federal Circuit landing page.
 - b. If the linking process failed, please try again. Make sure your username is all lowercase. In addition, you may click [here](#) to reset your legacy account password. For account assistance please contact the PACER Service Center at 800-676-6856 or the Clerk's Office at 202-275-8000.
7. You will now use only your individual PACER account information to file electronically at the Federal Circuit.

III. Navigating CM/ECF

A. Logging In

1. Go to <http://ecf.cafc.uscourts.gov> and select **CM/ECF Document Filing System**.
2. Enter your PACER Username and Password. Click **Login**.
Note: An optional Client Code can be entered to assist with tracking case billing.
3. Review the Redaction Responsibility agreement. Click the “**I understand . . .**” box and then **Continue**. See also [Privacy Requirements](#).
4. From the landing page, you can select the appropriate menu for your task.



Note: The **Getting Started** menu provides a brief overview of how to navigate CM/ECF. An online electronic learning module—[Introduction to Appellate NextGen CM/ECF](#)—provides an interactive tutorial on navigating and using CM/ECF.

B. Paying Fees

Since July 6, 2015, all fees in counseled cases, including admission-related fees, must be paid electronically through Pay.gov. Fed. Cir. R. 46, 52. Checks received from counsel will not be processed and will be returned to the sender or lead attorney on the appeal. The current fee schedule is available online at <http://www.cafc.uscourts.gov/rules-of-practice/fees>.

1. General Procedure

- a. Go to <http://ecf.cafc.uscourts.gov> and select **CM/ECF Document Filing System**.
- c. **Note:** You must first file for electronic filing access (and bar admission if applicable) through [PACER](#) before you can access the payment menu.
- b. Click the **Utilities** menu and then select one of the following (select one of these options for more information):
 - [Submit New Case with Fee Payment](#)
 - [Pay Miscellaneous Fees](#)
- c. Upload the required document and type a brief description of the document. Upload any supporting documents by clicking **Add Another Document**.
- d. Click **Pay Now and Submit** to go to the pay.gov website.

2. Using Pay.gov

Whenever a fee is required, you will be prompted to enter your PACER account information and have the option of paying the fee with your PACER billing information already on file.

You may also select to submit payment with a different (1) credit or debit card or (2) bank account (ACH).

3. Payment Error and Refunds

The Clerk's Office does not refund fees absent an erroneous transaction (including duplicate payment) or technical malfunction.

If for any reason you are unable to complete filing the document once the Pay.gov transaction has been completed and must start the filing process over, you will be charged a second fee.

To have the first fee removed from your credit card account or bank account, you must contact the Clerk's Office at 202-275-8000 or email accountservices@cafc.uscourts.gov.

You will need the Agency Tracking ID and Pay.gov Tracking ID from the confirmation email you receive as well as the date of the transaction and the name of the attorney whose CM/ECF login and password were used.

IV. Filing

A. General Procedures

1. Account Information

a) Account Maintenance

Attorneys must maintain current name, address, email, and telephone information with the Clerk's Office, as well as promptly notify the Clerk's Office of changes to any of this information. Fed. Cir. R. 46(e).

Note: Attorneys must promptly file an amended Entry of Appearance in all pending cases when any contact information changes. See Fed. Cir. R. 47.3(c)(1).

Attorneys update their contact information and all account maintenance, including updating billing, email notifications, and contact information, through the **Manage My Account** page at <http://www.pacer.gov/> or by calling the PACER Service Center at 800-676-6856.

b) Account Security

In registering as an electronic filer, you agree to protect the security of your password and to notify the PACER Service Center and the Clerk's Office immediately if you learn that your password has been compromised. Additionally, no electronic filer or other person may knowingly permit or cause to permit a filer's log-in and password to be used by anyone other than an authorized agent of the electronic filer. Electronic filers may be sanctioned for failure to comply with this provision. See Fed. Cir. R. 25(c)(1)(L).

- Contact the PACER Service Center at 800-676-6856.
- Contact the Clerk's Office at accountservices@cafc.uscourts.gov or call 202-275-8000.

c) Filing Authorization

Electronic filers may only file documents on behalf of the party or parties they represent in a case.

2. Appendix Page References

All appendix pages must be preceded by Appx or SAppx and then the number, without any intervening non-numerical characters or spaces. See Fed. Cir. R. 28(f); Fed. Cir. R. 30(b)(4)(E). See also [Bates Numbering](#).

For consecutive pagination, do not drop any repeating leading digits, so a reference to pages 123 through 132 would be Appx123-132, not Appx123-32. Page references should also omit individual section or line references.

Examples of acceptable format include

- Appx00123 (leading zeros)
- Appx123-132 (consecutive pagination)
- Appx123-132, Appx127-128
- Appx123, Appx125 (non-consecutive pagination)

Examples of improper format include

- Appx123–Appx125 (improper consecutive pagination)
- Appx. 123, Appx 123 (no spaces or characters between Appx and the number)
- Appx123, 125 (improper non-consecutive pagination)
- Appx123.4 or Appx123A (no sub-organizational indicators)
- Appx123:45–Appx125:67 (no individual line references)

A document that is include in both the addendum and the appendix must have the same page number. For example, if in the appendix a judgment in question is numbered Appx7-10, it must also be numbered Appx7-10 in the addendum.

3. Bates Numbering

The Federal Circuit Rules require the use of Bates numbering in appendices. See Fed. Cir. R. 28(a)(11) and 28(f). Bates numbering is a method of pagination that simplifies identification and retrieval of materials in appendices. Bates numbering must be visible on each appendix page, with other text and numbering redacted to avoid illegibility or confusion. See Fed. Cir. R. 30(c)(2).

Bates numbering can be added to Portable Document Format (PDF) documents using an editor program. The following instructions are for adding Bates numbers in Adobe Acrobat. Users of other editor programs should consult their application user guide.

- a. Open Adobe Acrobat and then select the **Tools** pane. Select **Pages**.
- b. Under Edit Page Design, select Bates Numbering. Select Add Bates Numbering.

Note: To add the Bates Numbering option to your Quick Tools Toolbar, right-click **Bates Number**, then select **Add to Quick Tools Toolbar**.

- c. Select **Add Files**, then either **Add Files**, **Add Folders**, or **Add Open Files** (select based on how you have the documents saved to have Bates numbers inserted). Select the applicable joint or supplemental appendix file (or files if there are multiple volumes). Select **OK**.

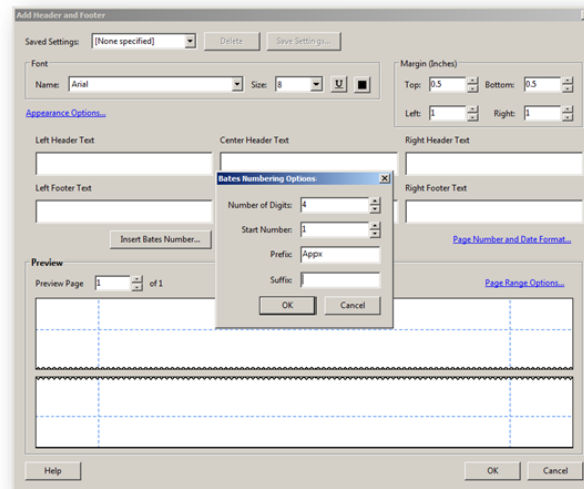
Note: Be sure to arrange the appendix files in the order you want the Bates numbers to be assigned.

- d. The **Add Header and Footer** box will not populate. Select a **Footer Text** box of where you want to insert the numbering style of your choice. Select **Insert Bates Number...**

Note: Filers determine what justification (e.g., left, center, right) to use for the footer numbering.

- e. The **Bates Numbering Options** box will now populate. Select the **Number of Digits** for your document's Bates number. Select **Prefix** and insert the document's Bates numbering prefix, being sure to adhere to Federal Circuit Rule 30(b)(4)(E). See also [Appendix Page References](#).

Note: The user can decide whether to include leading zeros. The prefix "Appx" is used for joint appendix documents. The prefix "SAppx" is used for supplemental appendix documents.



- f. Within the **Bates Numbering Options** box, select **OK**. Then within the **Add Header and Footer** box, select **OK**.

Note: Do not create hyperlinks from your brief citations to your appendices; the correct format for references from briefs to appendix pages (e.g., Appx) is all that is required.

4. Browser Compatibility

Electronic filing is compatible with most popular web browsers, such as Internet Explorer, Mozilla Firefox, Google Chrome, Safari, and Microsoft Edge; however, only Internet Explorer and Mozilla Firefox are the only officially supported browsers at this time.

Users should disable pop-up blockers for the domain **uscourts.gov**. Leaving on pop-up blocker while electronic filing may limit some functionality.

5. Case Record

The electronic version of filed documents, whether filed electronically in the first instance or received by the Clerk's Office in paper format and subsequently scanned into electronic format, constitutes the official record in the case under Fed. R. Cir. 45. See also Fed. Cir. R. 25(c)(3).

Later modification of a filed document or docket entry is not permitted except as authorized by this court. See also Fed. R. Cir. 25(c)(1)(K).

6. Confidential Documents

a) General

Two versions of any confidential document—one confidential and one nonconfidential—must be filed electronically. See Fed. Cir. R. 25(c); Fed. Cir. R. 27(m); Fed. Cir. R. 28(d); Fed. Cir. R. 30(h). When filing confidential or sealed materials electronically, parties must still be served with copies of the confidential materials because only court users may access confidential or sealed materials through CM/ECF. See Fed. Cir. R. 25(c)(1)(G); see also [Paper Copies – Confidential Versions](#).

b) Certificate of Compliance

When filing a confidential version of a motion under Fed. Cir. R. 27(m) or of a brief under Fed. Cir. R. 28(d), counsel must also include a [Certificate of Compliance \(Form 31\)](#).

c) Confidential Filing in Error

If counsel erroneously files confidential information in a public document or misfiles a confidential or sealed document, counsel should promptly call the Clerk's Office at 202-275-8000 or the Operations unit at 202-275-8055 during business hours. If the error is discovered after hours or on the weekend, please call the after-house line at 202-275-8049 and/or email emergencyfilings@cafc.uscourts.gov

Additional information about after-house emergency filing support is available on the court's website at <http://www.cafc.uscourts.gov/contact/clerks-office>.

7. Document Formatting

All documents filed electronically must comply with the format requirements in the Federal Rules of Appellate Procedure, the Federal Circuit Rules, and these procedures. See Fed. Cir. R. 25(c)(1)(K); Fed. Cir. R. 25(d).

8. Exempted Documents

a) Paper Filing Allowed

Exhibits, attachments, or appendices that are not in a format that readily permits electronic filing, such as materials that are illegible when scanned or are unable to be scanned because of their odd shape, may be filed in paper form without leave of court. See Fed. Cir. R. 25(c)(1)(H). When filing under this exemption, counsel must also electronically file a **Notice of Paper Filing – FCR 25(c)1(H)**.

Documents filed under this exemption must be served outside of CM/ECF by providing two paper copies to all other parties. If these materials are submitted with a brief or an appendix, then an original and six copies of the material must be filed. For all other filings of documents that may not be scanned, an original and three copies must be filed. Fed. Cir. R. 25(C)(1)(H).

b) Paper Filing by Leave of Court

Counsel may move for exemption from the court's CM/ECF requirements upon a showing of good cause. A motion for exemption may be filed in paper form and only one paper copy is required. See Fed Cir. R. 25(c)(1)(I).

c) Video Files on CD-ROM

Digital video files may be filed on CD-ROM with the Clerk's Office consistent with the requirements of Fed. Cir. R. 30(j).

9. File Size Limitation

Documents filed in CM/ECF are subject to file size limitations, with a file maximum of 60 megabytes (MB) per document. Files that exceed this limitation will be rejected by the system.

Documents exceeding the file size limitation should be divided into smaller documents.

Note: Documents exceeding the file size limits may not be filed in alternate form except by leave of court simply because they are large digital files. See Fed. Cir. R. 25(b).

Use the following procedures to divide an oversized document in Adobe Acrobat. For other software packages, consult the software instructions.

1. Open the oversized PDF and click on **Tools**. Select **Pages** then **Split Document**.
2. In the dialog box that opens, select **Split document by File size** and enter **60** in the **Max MB** box. Then click either (1) **Output Options** to rename the separate files and save them in a different folder or (2) **OK** to use the automatic file-naming function.

Note: If **Output Options** are not used, the split parts of the document are automatically saved in the same folder as the original file and the label "Part#" is added at the end of the original file name.

10. Filing on Non-Business Days

Unless otherwise ordered, when documents are filed and served electronically on non-business days as defined by Fed. R. App. P. 26 and Fed. Cir. R. 26, timeliness of filing and calculation of responsive deadlines, if any, will begin on the next business day.

11. Non-Compliant Filings

The Clerk's Office may require a correct copy of any submission that fails to comply with either the Federal Rules of Appellate Procedure, the Federal Circuit Rules, or these filing procedures. See Fed. Cir. R. 25(c)(1)(K). The Clerk's Office will provide notice and an opportunity to correct the document within a reasonable period.

12. Paper Copies

a) General

In addition to the electronically-filed document, “paper copies of briefs, appendices, petitions for rehearing, and petitions for hearing en banc must be provided to the court after the filing of the electronic version of the briefs, appendices, or petitions first submitted through CM/ECF.” Fed. Cir. R. 25(c)(1).

Refer to Fed. Cir. R. 25(c)(1) for the number of paper copies required for various documents.

b) Confidential Versions

If confidential and nonconfidential versions of the briefs, appendices, or petitions were filed through CM/ECF, paper copies of only the confidential version(s) are required to be submitted to the court. One paper copy of the confidential version of any document submitted to the court through CM/ECF must be served on any party, whether that party is or is not represented by counsel, except if that party or its counsel has not been authorized access to the confidential information under a governing protective order. Fed. Cir. R. 25(c)(1)(G).

13. Portable Document Format (PDF)

Only documents in Portable Document Format (PDF) may be filed in CM/ECF.

The following outlines the technical requirements for electronically-filed PDF documents

a) Converting to PDF

Before filing in CM/ECF, all documents must be converted to PDF. When possible, the document should be created as a PDF file directly from the word processing program instead of from a scanned paper document. Instructions for converting documents to PDF are available on the PACER website at <https://www.pacer.gov/psc/efaq.html>.

b) Flattening a PDF

When uploading a document to CM/ECF, the system checks for whether the document contains encryption, scripts, links, form fields, or executables. The system will not accept any files with these items. As a result, users must lock or "flatten" the PDF document before filing.

To flatten a PDF document, print the document as a PDF and then save the document. Make the printed as PDF document [text-searchable](#) and then file the flattened document in CM/ECF.

c) Optimization

All PDF files should be optimized for viewing over the Internet by reducing the file size of the PDF whenever possible.

Within Adobe Acrobat Standard or Professional, the file can be optimized by saving it as an **Optimized PDF**.

d) Page Numbers

Page numbers may change or shift (called "flowing") when converting a document from the word processing program to PDF. The Clerk's Office recommends parties review all pages of a PDF document before filing to ensure the format is as originally intended.

Consult www.adobe.com or your PDF-converted software user guide for additional information about addressing flowing problems.

e) Text-Searchable

PDF documents must be text-searchable. Typically, documents converted to PDF directly from a word processing program will be text-searchable. PDF documents can be made text-searchable using the OCR (optical character recognition) functionality in the PDF software.

Note: To verify whether a PDF document is text-searchable, use the text search box in the PDF viewing program to find a word known to be in the document. If no matches were found, the document is not text-searchable.

14. Privacy Requirements

a) Information to be Redacted

Pursuant to Fed. R. App. P 25(a)(5) and Fed. Cir. R. 25(f), the parties must refrain from including or must redact the following information from all documents not submitted as confidential or under seal:

- Full Social Security numbers. If an individual's Social Security number must be included in a document, only the last four digits of the number should be used.
- Taxpayer identification numbers. If an individual's taxpayer identification number must be included in a document, only the last four digits of the number should be used.
- Names of minor children. If a minor child must be mentioned, only the initials of the child should be used.
- Full dates of birth unless essential to a claim or defense. It is acceptable to disclose an age or year of birth if relevant.
- Full financial account numbers. If financial account numbers are relevant, only the last four digits of the number should be used.

b) Enforcement

It is the responsibility of counsel and the parties to redact these personal identifiers. The Clerk's Office does not review documents for compliance with this rule.

However, on its own initiative or at the request of a party, the court may strike the document, direct other corrective action, and/or impose sanctions on any party failing to redact such information.

15. Redaction

a) General

The parties are responsible for redacting all sensitive or confidential material from the documents submitted electronically or in paper to the court. Sensitive material includes social security or taxpayer-identification numbers, dates of birth, names of minor children, and financial account numbers. See [Privacy Requirements](#). Confidential material is defined by Fed. Cir. R. 27(m) and Fed. R. 28(d).

To ensure required redactions are not in filed documents, counsel should completely delete sensitive information in the original word processing document and replace it with innocuous filler characters such as "X," save it, then convert the document to a PDF.

b) Confidential Version

If a party refers in a motion, brief, appendix, or other document to any material subject to confidentiality or under seal, the party must file two versions of the document in CM/ECF: a confidential version and a nonconfidential version (with the confidential information deleted or redacted). See Fed. Cir. R. 25(c)(G), 25(f), 27(m), 28(d), 30(h), 35(c).

c) Redaction Tool

Adobe Acrobat Standard and Professional versions have a built-in redaction tool that is effective at removing sensitive material directly from a PDF document. Please refer to your version of Acrobat's instructions on how to use this tool.

d) Removing Metadata

Counsel should review their word processing software documentation for methods of removing sensitive metadata. For example, the **Document Inspector** in Word will remove metadata before converting to PDF; in WordPerfect, there is an option to **Save Without Metadata**.

16. Retention of Original Documents

Documents that are electronically filed and require original signatures other than that of the CM/ECF filer (such as an affidavit signed by a person other than the CM/ECF filer) must be maintained in paper form by the CM/ECF filer until the case is terminated with finality and with no right of appeal or until such later date as the court prescribes. On request of the court, the CM/ECF filer must provide original documents for review. Fed. Cir. R. 25(g).

17. Service of Documents

a) Certificate of Service

A certificate or proof of service is required on all documents, even if the document is served through CM/ECF. Each certificate of service must indicate how service was made, including if service was through CM/ECF. Fed. R. App. P. 25(d); Fed. Cir. R. 25(e)(1).

A certificate of service form is available on the court's website ([Form 30](#)).

b) Consent to Electronic Service

Registration as a CM/ECF filer constitutes consent to electronic service of all documents. If a document is filed by counsel through CM/ECF, the Notice of Docketing Activity generated by that filing constitutes service on opposing counsel. Fed. Cir. R. 25(e)(1).

Counsel is responsible for both regularly checking the email address connected with the registered account and for keeping a working email address connected with the account. The Clerk's Office is not responsible for filings not received due to an incorrect or inoperative email account.

The size of your email account must be sufficient to receive Notices of Docketing Activity, which may exceed the size allocated for free email accounts. In general, an email account with storage space of at least 100 megabytes (MB) is sufficient. Ensure the spam filters on the email account and network are set to receive email from *filingnotice@cafc.uscourts.gov*.

c) Notice of Docket Activity

CM/ECF automatically generates a Notice of Docket Activity when a document is filed in a case. This email notice includes the time of filing, the name of the party filing the document, the text of the docket entry created by the filing, a hyperlink to the PDF document filed and to the docket report, and the name of the participants required to receive notice of the filing (including secondary email addresses that are not required to receive notice). The Notice of Docketing Activity is emailed to the filer and to the other case participants who have registered for CM/ECF.

Confidential or sealed documents are not accessible through the hyperlink to the PDF document.

18. Signature Format

Every brief, motion, or other paper filed with the court must be signed by the party filing the paper, or if the party is represented, by one of the party's attorneys who has entered an appearance in the case.

A signature is required on all filings. For a document electronically filed by counsel, the signature can be a scanned ink signature or an electronic signature. To sign with an electronic signature, the attorney who is signing the document must

- a. file the document under the attorney's own electronic filer account and
- b. type **/s/** followed by the attorney's name in the signature block where the attorney would have placed an ink signature.

See Fed. Cir. R. 25(d).

Note: When no attorney appearing for a party is available to sign, any person having actual authority may sign on behalf of the attorney of record and then attaching an affidavit of authority or an unsworn declaration of authority under penalty of perjury pursuant to 28 U.S.C. § 1746. Fed. Cir. R. 47.3.

19. Technical or System Failures

Per Fed. Cir. R. 25(1)(J), "[a] CM/ECF filer whose filing is made untimely as the result of a technical or system failure may seek appropriate relief from the court, and must include in that submission a declaration or affidavit attesting to the filer's failed attempts to file electronically."

B. Standard Filing Procedure

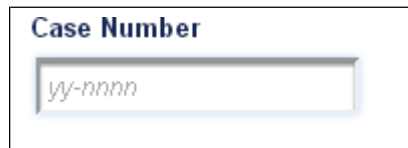
The following is the standard procedure for electronically filing all other documents. Clicking the **Getting Started** menu will also walk through the process. Instructions for specific types of documents are provided after this section.

Note: These screen captures were produced for use by all federal courts and may vary slightly from the Federal Circuit's site.

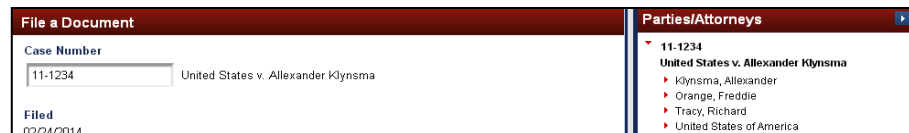
1. In CM/ECF go to the **Filing** menu.



2. Enter the case number.



If the case number is valid, the case's title is shown and a list of parties and attorneys is displayed on the right.



3. Select the type of document to be filed. Scroll through the list of documents and click on a row in the table to select the appropriate document.

To narrow the list before selecting, type part of the name in the **Type of Document** box; another way is to select a **Category** from the dropdown list.

Type of Document ^	Category ^
Agreed Statement in Lieu of Certified List	Miscellaneous
Amended Notice of Appeal or Petition for Review	Miscellaneous
Bill of Costs	Costs/Fees, Forms and Certificates
Brief/Appendix or Joinder	Briefs
Certificate of Compliance - Confidentiality Requirements	Briefs, Confidential Document, Forms and Certificates
Certificate of Compliance - Protective Order	Forms and Certificates
Certificate of Compliance - Transcript	Forms and Certificates
Certificate of Interest	Forms and Certificates
Citation of Supplemental Authority FRAP 28(j)	Calendar, Letters and Notices, Miscellaneous
Confidential Brief/Appendix or Joinder	Briefs, Confidential Document

4. Click on the document type to be filed.
5. If applicable, select any related cases where the document should also be filed.

The document will also be filed in cases that are checked:

☒ 11-0007 Timothy Grasser v. William Woodford

☒ 12-1234 Heios v. Glover

Select [All](#) | [None](#)

6. Click **Continue**. Click **OK** to acknowledge any pop-up message.

7. Select the **Party Filer** (or complete the Non-Party Filer panel if not yet a party to the case).

Party Filer

Filer	Type	Case
Johnson, Ada Fernandez	Appellant-Plaintiff	12-1711 Ada Johnson v. Benjamin Smith
Smith, Benjamin F.	Appellee-Defendant	12-1711 Ada Johnson v. Benjamin Smith
Johnson, Ada Fernandez	Appellant-Plaintiff	12-1712 Ada Johnson v. U.S.
Smith, Haley	Appellee-null	12-1713 n v. Haley Smith

Selected ([Select Linked Cases](#))

Filer	Type	Case	Remove All
Johnson, Ada Fernandez	Appellant-Plaintiff	12-1711 Ada Johnson v. Benjamin Smith	

8. Complete any prompts.
9. Enter the **Service Date**. The system will prepopulate the service default for each party based on their system settings.

Service

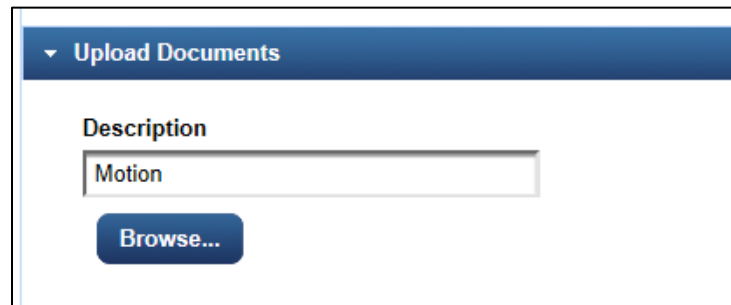
Service

MM/DD/YYYY

Name	Originating Party Type	Not Served	US mail	Fax	Hand	Email	Clerk	Edits
Batley, Richard H.	District Judge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Undo
Haas, Joseph A.	Originating Clerk/Ag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Undo
Klynsma, Alexander	Appellant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Undo
Larson, Connie, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Undo
Lord, Angela Elsparger, aty	Respondent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Undo
No Clerk	Originating Clerk/Ag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Undo
Peterman, Gregg, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Undo
Roach, Avid E., aty	Appellant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Undo
Thompson, Judith Marie	Court Reporter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Undo

10. Upload the document and any supporting documents. Add any additional documents by clicking **Browse** until all documents are uploaded. Update the description for each document as needed.

Note: Documents must be uploaded under one event. Multiple events must not be used to upload separate document parts or additional exhibits or attachments to a document



11. Complete any prompts.

For example, if your event must relate to an existing event (e.g., when correcting a previously filed document), you will be see the **Related Entries** panel.

Doc	Filed	Entry
	02/13/2014	Emergency MOTION FILED by to extend time to file brief. [3786925] no att...
	12/06/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...
	12/04/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...
	11/06/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...
	10/17/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...
	10/17/2013	Emergency MOTION FILED by Appellant Blake Lewis in 12-4864 Motion to ext...

Selected				
Doc	Filed	Entry	Sequence	Remove All
	12/06/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...		✕

12. Click **Continue** and complete additional prompts related to the docket text. Verify that the information in the docket text is correct. If not, click the arrow to open any other section to make changes. Once verified, click **Continue**.

13. The **Final Review** panel will appear.

The screenshot shows a web interface for the 'Final Review' stage of an electronic filing. The panel has a blue header with the text 'Final Review'. Below the header, there are several sections of information:

- File to Case:** 12-4864, 12-4865
- Type of Document:** Motion
- Requested Relief:** extend time to file brief
- Upload Documents:** real.pdf (2 pages)
- Party Filer:** Lewis, Blake (Appellant-Plaintiff) 12-4864
- Docket Text:** Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time to file brief. (dktEntryId:rlid=1012) Attached: real.pdf [12-4864, 12-4865]

Below these sections, there is a warning icon (a yellow triangle with an exclamation mark) and the text: 'After you click the **Submit** button, you cannot change this filing. Have you redacted?'. At the bottom of the panel, there are three buttons: 'Submit' (in a blue box), 'Edit' (a blue link), and 'Cancel' (a blue link).

- If the **File to Case** list or the **Type of Document** value is incorrect, click **Cancel** and start over.
- If any of the other information is incorrect, click the **Edit** link at the bottom; you can then open any previous section to make changes, depending on the changes you make, you may need to enter information in subsequent sections. The **Final Review** and **Docket Text** panels will be shown again.
- Make sure your documents have been redacted, if required. Click the name of the file in the **Upload Documents** section to review. If you need to replace a document, click the **Edit link** and open the **Upload Documents** section.

14. Click **Submit** to complete the filing.

C. Filing a New Petition or Appeal

Appeals from a U.S. District Court, the U.S. Court of International Trade, U.S. Court of Federal Claims (excluding vaccine compensation cases), and the U.S. Court of Appeals for Veterans Claims are initiated by filing a notice of appeal and the docketing and filing fee of these courts' respective clerk's offices. All other proceedings are filed directly with the Federal Circuit's Clerk's Office.

Note: In petitions for review of U.S. Patent and Trademark Office decisions, the notice of appeal must be timely filed with the Patent and Trademark Office, with simultaneously transmission to the Clerk's Office and payment of the filing fee. See Fed. Cir. R. 15(a)(1).

Counsel must first register for electronic filing before being able to file a new petition or appeal. Counsel who are concurrently seeking admission to the bar at the time of registering for electronic filing may be permitted to file a new petition or appeal electronically.

1. Filing Fee

In represented cases, all filing fees due to the Clerk of Court must be paid through CM/ECF and Pay.gov. The filing fee can be paid at the time of filing the new petition or appeal, and the filing fee must be paid within 14 days of filing or the case may be dismissed for failure to pay the filing fee. See Fed. Cir. R. 52(d).

2. Case Initiation

- a. In CM/ECF, go to the **Utilities** menu.
- b. Select **Submit New Case without Fee Payment** or **Submit New Case with Fee Payment**.

Note: All new petitions or appeals may be filed without prepayment of fees. However, any fee must be paid within 14 days of docketing or are subject to dismissal for failure to pay the filing fee. See Fed. Cir. R. 52(d).

c. Select the type of appeal or petition:

- **1292(b) Petition**
(only under Submit New Case without Fee Payment)
- **Agency Petition/NOA**
- **Petition for Other Miscellaneous Writ**
- **Court of Federal Claims Vaccine Case**

d. Upload the case initiating document, including proof of service to the opposing party.

e. Complete the filing transaction.

After the Clerk's Office receives your notice of appeal or petition for review, a case number and case manager will be assigned. A case manager will open and docket the case and then notify the parties the case has been docketed. See Fed. Cir. R. 12.

D. Emergency Filings

Before filing an emergency motion for a stay, emergency motion for an injunction pending appeal, emergency motion for a stay pending review, or emergency writ (including mandamus), a party must first notify all parties that a motion will be filed and use an expedited method of service. Fed. Cir. R. 8(c)(1), 18(c)(1).

Notify the Clerk's Office: The filing party should also advise the Clerk's Office as soon as possible when filing (or contemplating filing) one of the above emergency matters. The Clerk's Office can be reached during business hours at 202-275-8000 and after-hours and on weekends at 202-275-8049 and emergencyfilings@cafc.uscourts.gov.

1. Emergency Writ of Mandamus or Other Writ

a. In CM/ECF, go to the **Utilities** menu.

b. Select **Submit New Case with Fee Payment**.

Note: An emergency writ of mandamus may be filed without prepayment of fees using **Submit New Case without Fee Payment**. However, any fee must be paid within 14-days of docketing or the case is subject to dismissal for failure to pay the filing fee. See Fed. Cir. R. 52(d).

c. Select **Petition for Writ of Mandamus** or **Petition for Other Miscellaneous Writ**.

- d. Upload the petition, including proof of service to the opposing party.
 - e. Complete the filing transaction.
 2. Emergency Motion in Existing Case
 - a. In CM/ECF, go to the **Filing** menu.
 - b. Enter the case number.
 - c. Type of Document: **Motion**
 - d. Select the **Party Filer**.
 - e. Select the type of consent for the motion.
 - f. Enter the **Service Date**.
 - g. Upload the Motion and any supporting documents.
 - h. Select one of the following reliefs:
 - **Stay Pending Appeal – Rule 8/18**
 - **Temporary Injunction Pending Appeal**
 - i. Select the relevant emergency rule number.
 - j. Complete the filing transaction.
 3. Emergency Motion in New Cases
 - a. In CM/ECF, go to the **Utilities** menu.
 - b. Select **Submit New Case without Fee Payment**

Note: If a Rule 18 emergency motion is filed at the same time as the petition for review, select **Submit New Case with Fee Payment**. Any fee must be paid within 14-days of docketing or the case is subject to dismissal for failure to pay the filing fee. See Fed. Cir. R. 52(d).
 - c. Select **Motion for Emergency Stay/Injunct**.
 - d. Upload the motion, including proof of service to the opposing party.
 - e. Complete the filing transaction.

E. Briefs

1. Filing Procedure

Use the following procedure for filing the following documents:

- Opening Brief
- Combined Opening Brief and Apx (per FCR 30(d))
- Response Brief (or Cross-Appellant's Opening and Response Brief in a Cross-Appeal)
- Combined Response Brief and Apx (per FCR 30(d))
- Combined Response Brief and Sup Apx (per FCR 30(f))
- Reply Brief (or Appellant's Response and Reply Brief in a Cross-Appeal)
- Joint Appendix
- Supplemental Brief/Appendix
- Intervenor Brief
- Amicus Curiae Brief
- Letter Brief
- Notice of Joinder

Note: The same document event is used for all the above documents.

1. In CM/ECF go to the **Filing** menu.
2. Enter the case number.
3. Select the Type of Document based on the following:

Document Event	Explanation
Brief/Appendix or Joinder	Omit unnecessary cover or transmittal letters; use event for all non-confidential briefs, appendices and joinders.
Confidential Brief /Appendix or Joinder	You must use this event for all confidential briefs/appendices and joinders; any PDFs uploaded using this event will not be available for viewing; you must serve the parties by alternate method. See FCR 25(c)(1)(G).

4. Click **Continue**. Click **OK** to acknowledge the confidential document warning.
5. Select the **Party Filer**. If a non-party is filing the motion, enter the party's name in the **Name of non-party filer:** box.
6. Select the type of brief being filed:
 - Opening Brief
 - Combined Opening Brief and Apx (per FCR 30(d))
 - Response Brief (or Cross-Appellant's Opening and Response Brief in a Cross-Appeal)
 - Combined Response Brief and Apx (per FCR 30(d))
 - Combined Response Brief and Sup Apx (per FCR 30(f))
 - Reply Brief (or Appellant's Response and Reply Brief in a Cross-Appeal)
 - Joint Appendix
 - Supplemental Brief/Appendix
 - Intervenor Brief

- Amicus Curiae Brief
 - Letter Brief
 - Notice of Joinder
7. If applicable, select if the filed document is **Corrected** or **Amended**.
 8. Enter the **Service Date** and adjust the method of service if any of the default service options for each party are incorrect.

Note: When filing a confidential brief/appendix or joinder, parties must be served by alternate method. See Fed. Cir. R. 25(c)(1)(G).
 9. Upload the brief/appendix by clicking **Browse**.
 10. Click **Continue**.
 11. Review the **Docket Text**. Verify that the information in the docket text is correct. If not, click the arrow to open any other section to make changes. Once verified, click **Continue**.
 12. Perform the **Final Review**. Select **Edit** to adjust any entries, select **Cancel** to cancel the filing, click the document link(s) under **Upload Documents** to review the document(s).
 13. Click **Submit** to complete the filing. The Notice of Docketing Activity will pop-up if pop-ups are disabled in your browser.

2. Certificate of Compliance – Word/Line Count

All briefs submitted under the Federal Rules of Appellate Procedure or Federal Circuit Rules, must include a Certificate of Compliance ([Form 19](#)) that the document complies with the type-volume limitation. The person preparing the certificate may rely on the word or line count of the word-processing system used to prepare the document. The certificate must state the exact number of words—or the number of lines of monospaced type—in the document. See Fed. R. App. P. 32(g)(1). Combined Brief

When there are multiple parties represented by the same counsel or counsel from the same firm, a combined brief must be filed on behalf of all the parties represented by that counsel or firm.

3. Corrected Brief

When filing a corrected brief, parties must state "Corrected" on the cover, and select "Corrected" when prompted to do so during electronic submission.

F. Motions

Use the following procedure for filing a motion or when filing a motion as part of a response/opposition (not a brief) or a status report.

1. In CM/ECF go to the **Filing** menu.
2. Enter the case number.
3. Select the Type of Document based on the following:

Document Event	Explanation
Motion	More than one relief may need to be selected, depending on nature of motion.
Motion for Leave to Proceed in Forma Pauperis	For filing Form 6 . The document filed with this event is restricted and is not available to the public.
Response/Opposition with Incorporated Motion	Use this event when filing a motion as part of a response/opposition. The title of the document should reflect the incorporation of the motion. This event will allow the user to select the requested relief(s).

Status Report with Incorporated Motion

Use this event when filing a motion as part of a status report. The title of the document should reflect the incorporation of a motion. This event will allow the user to select the requested relief(s).

4. Click **Continue**. Click **OK** to acknowledge the multiple reliefs notice.
5. Select the **Party Filer**. If a non-party is filing the motion, enter the party's name in the **Name of non-party filer** box.
6. Select the motion's consent type: **unopposed**, **opposed**, **partial consent**, or **not addressed**.

Note: Consent information, including whether a response will be filed, must still be included in the body of the motion. See Fed. Cir. R. 27(a)(5).

7. Enter the **Service Date** and adjust the method of service if any of the default service options for each party are incorrect.
8. Upload the motion by clicking **Browse**. Add any additional documents by clicking **Browse** until all documents are uploaded. Update the description for each document as needed.
9. Select the relief (or reliefs) for the motion by clicking on the relief. A list of all motion reliefs is available at [Motion Reliefs](#).
10. Click **Continue**.
11. **MAY NOT APPEAR BASED ON THE RELIEF SELECTED:** Complete any additional prompts, including selecting any related entries (such as with the **Correct/Supplement** or **Expedite Other** reliefs).

Doc	Filed	Entry
	02/13/2014	Emergency MOTION FILED by to extend time to file brief. [3786925] no att...
	12/06/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...
	12/04/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...
	11/06/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...
	10/17/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...
	10/17/2013	Emergency MOTION FILED by Appellant Blake Lewis in 12-4864 Motion to ext...

Selected				
Doc	Filed	Entry	Sequence	Remove All
	12/06/2013	Amended MOTION FILED by Appellant Blake Lewis in 12-4864 to extend time ...		✖

12. Click **Continue** to review the **Docket Text**. Verify that the information in the docket text is correct. If not, click the arrow to open any other section to make changes. Once verified, click **Continue**.
13. Perform the **Final Review**. Select **Edit** to adjust any entries, select **Cancel** to cancel the filing, click the document link(s) under **Upload Documents** to review the document(s).
14. Click **Submit** to complete the filing. The Notice of Docketing Activity will pop-up if pop-ups are disabled in your browser.

G. Response to Notice to Advise of Scheduling Conflicts

Use the following procedure to respond to a Notice to Advise of Scheduling Conflicts.

1. In CM/ECF go to the Filing menu.
2. Enter the case number
3. Select the Type of Document: **Response to Notice to Advise of Scheduling Conflicts**.
4. Click **Continue**
5. Select the **Party Filer**.
6. If you have no conflicts, select NONE from the dropdown and there is no need to upload a document.
7. If you have conflicts, use the **Response to Notice to Advise of Scheduling Conflicts form** on the court's website at http://www.cafc.uscourts.gov/sites/default/files/arguments/Response_to_Notice_to_Advise_of_Scheduling_Conflicts_Form.pdf.
8. Upload the response form by clicking **Browse**.
9. Enter the **Service Date** and adjust the method of service if any of the default service options for each party are incorrect.
10. Click **Continue** to review the **Docket Text**. Verify that the information in the docket text is correct. If not, click the arrow to open any other section to make changes. Once verified, click **Continue**.
11. Perform the **Final Review**. Select **Edit** to adjust any entries, select **Cancel** to cancel the filing, click the document link(s) under **Upload Documents** to review the document(s).
12. Click **Submit** to complete the filing. The Notice of Docketing Activity will pop-up if pop-ups are disabled in your browser.

H. Response to Notice of Oral Argument

Use the following procedure for responding to the Notice of Oral Argument.

1. In CM/ECF go to the **Filing** menu.
2. Enter the case number.
3. Select the Type of Document: **Response to Notice of Oral Argument**.
4. Click **Continue**.
5. If applicable, select if the response is **Corrected** or **Amended**.
6. Select the **Party Filer**.
7. Use the completed **Response to Notice of Oral Argument form** on the court's website at http://www.cafc.uscourts.gov/sites/default/files/arguments/Response_to_Notice_of_Oral_Argument_Form.pdf.

Note: The total time selected may not exceed the time stated on the Notice of Oral Argument. Please review the Notice of Oral Argument for additional information and limitations on argument.

8. Click **Continue** to review the **Docket Text**. Verify that the information in the docket text is correct. If not, click the arrow to open any other section to make changes. Once verified, click **Continue**.
9. Perform the **Final Review**. Select **Edit** to adjust any entries, select **Cancel** to cancel the filing, click the document link(s) under **Upload Documents** to review the document(s).
10. Click **Submit** to complete the filing. The Notice of Docketing Activity will pop-up if pop-ups are disabled in your browser.

I. Petition for Rehearing or Hearing/Rehearing En Banc

Use the following procedure for filing a petition for panel rehearing, a petition for en banc hearing, or a petition for en banc rehearing. See Fed. Cir. R. 35; Fed. Cir. R. 40.

Note: Use the event **Response/Opposition** or **Reply** to respond or reply to a petition.

1. In CM/ECF go to the **Filing** menu.
2. Enter the case number.
3. Select the Type of Document: **Petition**.
4. Click **Continue**. Click **OK** to acknowledge the extension of time notice.
5. Select the **Party Filer**. If a non-party is filing the motion, enter the party's name in the **Name of non-party filer** box.
6. Select the type of petition being filed:
 - En Banc Hearing
 - En Banc Rehearing
 - Panel Rehearing

Note: Select both **Panel Rehearing** and **En Banc Rehearing** when filing a combined petition.

7. Click **Continue**.
8. Enter the **Service Date** and adjust the method of service if any of the default service options for each party are incorrect.
9. Upload the petition by clicking **Browse**.
10. Click **Continue**.
11. Review the **Docket Text**. Verify that the information in the docket text is correct. If not, click the arrow to open any other section to make changes. Once verified, click **Continue**.
12. Perform the **Final Review**. Select **Edit** to adjust any entries, select **Cancel** to cancel the filing, click the document link(s) under **Upload Documents** to review the document(s).
13. Click **Submit** to complete the filing. The Notice of Docketing Activity will pop-up if pop-ups are disabled in your browser.

J. Confidential and Sealed Documents

Use the following procedure for filing a confidential or sealed document. See [Briefs](#) for filing a confidential or sealed brief/appendix or joinder.

When filing a confidential or sealed document, you must first separately file a non-confidential version of the document using the appropriate document event.

1. In CM/ECF go to the **Filing** menu.
2. Enter the case number.
3. Select the Type of Document: **Sealed or Confidential Document**.
4. Click **Continue**. Check the box and click **OK** to acknowledge the confidentiality requirements.
5. Select the **Party Filer**.
6. Enter a description of the document being filed.
7. Select the related non-confidential version of the document already filed.
8. Click **Continue**.
9. Enter the **Service Date** and adjust the method of service if any of the default service options for each party are incorrect.
Note: Any PDFs uploaded using this event will not be available for viewing and must be served on parties using an alternate method. See Fed. Cir. R. 25(c)(1)(G).
10. Upload the confidential/sealed document by clicking **Browse**.
11. Click **Continue**.
12. Review the **Docket Text**. Verify that the information in the docket text is correct. If not, click the arrow to open any other section to make changes. Once verified, click **Continue**.
13. Perform the **Final Review**. Select **Edit** to adjust any entries, select **Cancel** to cancel the filing, click the document link(s) under **Upload Documents** to review the document(s).
14. Click **Submit** to complete the filing. The Notice of Docketing Activity will pop-up if pop-ups are disabled in your browser.

K. Other Documents Events

The following is an alphabetical listing of all other available document events, as well as an explanation of when to use that document event.

Document Event	Explanation
Agreed Statement in Lieu of Certified List	Use this event only if the court has authorized the parties to file an agreed statement in lieu of the certified list.
Amended Notice of Appeal or Petition for Review	Use this event to file an amended notice of appeal or petition for review. In appeals from district court proceedings, an amended notice of appeal must be filed with the district court. It is not necessary to file a courtesy copy with this court.
Bill of Costs	For filing Form 24 . This event should also be used when filing a stipulated Bill of Costs.
Certificate of Compliance – Confidentiality Requirements	For filing Form 31 . Use this event to submit the certificate of compliance with Rules 27(m) and 28(d).
Certificate of Compliance – Protective Order	Report agreement in trial court (Rule 11) or agency (Rule 17) regarding modification of protective orders (also applies for FCR 30(h)(1)(B)).

Document Event	Explanation
Certificate of Compliance – Transcript	Refer to FRAP 10(b)(1).
Certificate of Interest	For filing Form 9 . Refer to FCR 47.4. If representing multiple parties, one combined COI should be filed for all parties. Continuation pages may be included as needed. All items must be answered or indicate "None" or "N/A." Attorneys who are concurrently filing EOAs with the COI or who have already filed EOAs in the case must not be included in item #4. If a COI is included in a filing's required contents, the COI must be attached to that document and may not be filed separately using this event. An amended COI must be filed if any information changes, pursuant to FCR 47.4(c).
Citation of Supplemental Authority – FRAP 28(j)	Refer to FRAP 28(j).
Corrected Certificate of Service	All documents are required to contain proof of service under FRAP 25(d). If a filing failed to include proof of service or included an incorrect proof of service, this event may be used to correct the deficiency. This event should not be used for an original proof of service. An original proof of service must be attached to the applicable document
Docketing Statement	For filing Form 26 . Refer to the court's Mediation Guidelines and FCR 33.1. A docketing statement is not required in appeals where a pro se appears as a party. All items must be answered or indicate "None" or "N/A."

Document Event	Explanation
Entry of Appearance	For filing Form 8 . If representing multiple parties, one combined EOA should be filed for all parties (unless an attorney is principal counsel for only some portion of the represented parties, then two EOAs must be filed). Continuation pages may be included as needed. All items must be answered or indicate "None" or "N/A," and use of "et al" is prohibited. Only one attorney can be designated as principal counsel for the party. An amended EOA must be filed if any information changes, pursuant to FCR 47.3(c)(1).
Joint Statement of Compliance – FCR 33	Refer to FCR 33.
Letter or Notice from Party	If requesting specific relief, the document must take the form of a motion under FRAP 27 and be filed using the Motion event.
Memorandum in Lieu of Oral Argument	Should the case be submitted on the briefs, use this event to submit a memorandum in accordance with the court's notice of submission without oral argument.
Notice of Correction	Use this event to file a Notice of Correction to a document that appears on the Federal Circuit's docket report. The corresponding corrected version of the document must be uploaded under its own event and may not be included as an attachment in the Notice of Correction event.

Document Event	Explanation
Notice of Election to Participate Pursuant to 37 CFR 1.983	Use to file a Notice of Election to Participate in a pending IPR appeal.
Notice of Intent to File Briefs on CD-ROM – FCR 32(e)	Refer to FCR 32(e).
Notice of Intent to Use Visual Aids/Physical Exhibits at Argument	Refer to FCR 34(c).
Notice of Intervention – 35 USC 143	Refer to FRAP 15(d).
Notice of Joinder to Document	Use when joining in another party's document. Do not use for joinders to briefs (use Brief/Appendix or Joinder instead).

Document Event	Explanation
Notice of Objection to the Caption	Use to request modification of the official caption only if there are clear errors in the caption (e.g., misspelling, incorrect designation). Any non-typographical or otherwise substantive changes (e.g., missing party, party name change, or party substitution) must be requested through a motion.
Notice of Paper Filing – FCR 25(c)(1)(H)	Refer to FCR 25(c)(1)(H). This event may only be used for filings permitted by this rule and may not be used in lieu of filing a motion to waive e-filing requirements.
Notice Regarding Bankruptcy	Use only to notify the court of bankruptcy proceedings.
Notice Regarding Conflicts with Argument Dates	Use to notify the court of conflicts with potential argument dates (See Practice Notes to FCR 34). Counsel should review the Calendar of Sessions and only include conflicts for dates the court is actually sitting for argument. An amended conflict notice should be filed if additional conflicts become known.

Document Event	Explanation
Notice Regarding Pending District Court Motions – FRAP 4(a)(4)(A)	Refer to FRAP 4(a)(4).
Other Document	Use this event only when no other event applies. If there is uncertainty as to whether a different event should apply, please contact the Clerk's Office.
Pay Docketing Fee	If the fee was not paid when the notice of appeal or petition for review was submitted, use this event to pay the docketing fee after the case is opened.
Reply	Use to reply to a Response/Opposition.
Response to Court	Use when responding to the court (e.g., show cause order).
Response/Opposition	Use to respond to a document not covered by another response/opposition event. If filing a response to a brief, use the event Brief/Appendix or Joinder .
Statement Concerning Discrimination – FCR 15(c)	For filing Form 10 . Required in Merit Systems Protection Board or Arbitrator cases. See FCR 15(c).
Status Report	Use to file a status report that does not include an incorporated motion.
Transcript Purchase Order Form	For filing Form 22 .
USERRA Notification Form	For filing Form 6B . For Merit System Protection Board cases only (if applicable).

L. Non-Compliance Procedure

Pursuant to Fed. Cir. R. 25(c)(1)(K), the Clerk's Office issues notices of non-compliance to parties when filings do not comply with either the Federal Rules of Appellate Procedure or the Federal Circuit Rules.

Counseled parties and pro se attorneys admitted to practice in this court have five business days from the date of the non-compliance notice to file a corrected version of the document. Unrepresented parties have fourteen days from the date of the non-compliance notice to file a corrected version of the document. If a party does not file a timely corrected document, the Clerk's Office may strike the document from the docket.

Non-compliance notices include the reason or reasons why the document is not compliant, along with a citation to the relevant rule.

In cases where a filing contains only minor practice note or electronic filing-related errors, the Clerk's Office will issue a quality control notice and not require corrective action.

V. Reports

A. Payment History Report

This report allows users to see payments made in this court, in order by date (starting with the most recent payment). Change the order by clicking the column header.

Payment History Report for Keith E. Musser

Case Number	Date Paid	Fee Description	Payment Method	Receipt Number	Amount
	02/25/2014 14:47:54	Duplicate Attorney Admission Certificate (Quantity Requested: 1)	credit card	A21-26397-840	\$18.00
	02/25/2014 14:45:34	Copy Fees (Quantity Requested: 10)			\$0.00

B. PACER Report

This report allows users to search for cases, retrieve case docket sheets, access the court calendar, search for opinions, search for orders/judgments, and search for briefs.

1. Case Search

From this option, users can find a case by its number and/or the name of an attorney or party.

The results screen will provide general information about the case(s) retrieved.

Case Selection Page			
Case Number Title	Opening Date	Last Docket Entry	Originating Case Number Origin
09-1234 United States v. Lbawa Thomas	01/30/2009	03/07/2014 12:28:42	0866-4 : 4:07-cr-00220-SOW-1 U.S. District Court for the Western District of Missouri - Kansas City
Note: * Click on Case No. to get Case Summary * Click on Short Title to get Case Query * Click on Originating Case No. to get Case Summary for Originating Case			

Clicking the case number will open the General Docket (or Case Summary).

If you view the **Full Docket** you will be charged for 3 Pages \$0.30

General Docket
Administrative Office of the United States Courts

Court of Appeals Docket #: 09-1234 **Docketed:** 01/30/2009
Nature of Suit: 1152 Recovery Defaulted Student Loan **Termed:** 05/05/2009
United States v. Lbawa Thomas
Appeal From: U.S. District Court for the Western District of Missouri - Kansas City
Fee Status: In Forma Pauperis

Case Type Information:
1) Civil
2) United States as a party
3) -

Originating Court Information:
District: 0866-4 : [4:07-cr-00220-SOW-1](#)
Court Reporter: Melanie Beard, Court Reporter
Court Reporter: Kerry Martinez, Court Reporter
Trial Judge: Scott O. Wright, U.S. District Judge
Sentencing Judge: Sarah W. Hays, U.S. Magistrate Judge
Sentencing Judge: John T. Maughmer, U.S. Magistrate Judge
Date Filed: 06/20/2007
Date Order/Judgment: 01/23/2009 **Date NOA Filed:** 01/23/2009 **Date Rec'd COA:** 01/26/2009

09/19/2012 [3780008]Attorney(s) Chic Griffin, Howard Goldin for party(s) Appellant Lbawa M. Thomas, in case 09-1234 added as attorney for party. Attorney designation Tag atyParticip not in current transaction.; [09-1234, 10-1234] **(Filed by Court User: SMC)**

Clicking the **Full Docket** button at the top of the General Docket page will produce the regular docket report with options for providing all or some information about the case.

Note: The PACER per-page charge applies.

Docket Report Filter

☒ **Originating Docket Information**
☒ **Prior Cases**
☒ **Associated Cases**
☒ **Panel Assignment**
☒ **Party/Attorney List**
☒ **Caption**
☒ **Docket Entries**
From: **To:**
☒ **View Multiple Documents**

2. Calendar

From this option, users are redirected to this court's webpage listing the schedule of upcoming arguments:

<http://www.cafc.uscourts.gov/argument/upcoming-oral-arguments>

3. Opinions

From this option, users are redirected to court's opinions and orders webpage listing issued opinions and orders:

<http://www.cafc.uscourts.gov/opinions-orders>.

4. Orders/Judgments

From this option, users can search in PACER for opinions, orders, and judgments of the court.

The screenshot shows the ECF (Electronic Case Filing) interface for the U.S. Court of Appeals for the Federal Circuit. The top navigation bar includes links for Case Search, Calendar, Opinions, Orders/Judgments, and Briefs, along with Logout and Help buttons. The main heading is "Orders/Judgments and Opinions". A warning message states: "Warning: you will be billed for the total number of pages (this query is not subject to the 30 page limit on PACER charges).". The "Report Type" section has checkboxes for Order, Judgment, Opinion, Dispositive Order, and Rehearing Order, all of which are checked. There is also an unchecked checkbox for "Per Curiam Entries Only". The "Case Number / Range" field is empty, with a placeholder "(yy-nnnn or yy-nnnnn)". The "Search Since Last Report" field shows "Search from February 19, 2018". The "Search by Day" section has dropdowns for "March", "21", and "2018", with a "Search Date" button. The "Search by Month" section has dropdowns for "March" and "2018", with a "Search Month" button. The "Date Type" section has radio buttons for "Filed Date" (selected) and "Entry Date". At the bottom, there are links for Court Information, Court Home, PACER Service Center, Change Client, Billing History, and Contact Us.

5. Briefs

From this option, users can search for briefs in cases.

The screenshot shows the ECF Case Search interface. The top navigation bar includes links for Case Search, Calendar, Opinions, Orders/Judgments, Briefs, Logout, and Help. The main heading is "Briefs". A warning message states: "Warning: you will be billed for the total number of pages (this query is not subject to the 30-page limit on PACER charges).". Below this, there is a "Case Number / Range:" field with a placeholder "(yy-nnnn or yy-nnnnn)". The "Briefs Between:" section shows two date pickers: "02/21/2014" and "03/07/2014". Below the date pickers are three radio buttons: "Filed Date", "Entry/Alter Date", and "Both", with "Both" selected. At the bottom are "Search" and "Clear" buttons.

C. Service List

This report will provide the list of all parties and attorneys receiving service in the entered case. This report is useful in assisting filers in preparing certificates of service.

VI. Utilities

A. Bar History Report

This report provides information about an attorney's application and admission to this court's bar.

B. Check PDF Document

This utility allows filers to check whether a document meets the CM/ECF technical filing requirements.

Note: This utility does not check for whether the document is text-searchable.

C. Notice for Cases of Interest

This utility allows filers (and Public Interested Person accounts) to register for email notification whenever docket activity occurs in a case where the user is not involved.

D. Submit New Case with Fee Payment

See [Filing a New Petition or Appeal](#)

E. Submit New Case without Fee Payment

See [Filing a New Petition or Appeal](#)

F. Pay Miscellaneous Fees

All miscellaneous document or research requests that require fee payments are processed through Pay.gov. The Clerk's Office fee schedule is available on our website at

<http://www.caafc.uscourts.gov/rules-of-practice/fees>.

In submitting a request, please include a document describing the nature of the request and current contact information.

For records requests, please submit the [Records Request Form](#) before attempting to pay a fee.

Note: Do not include any payment information on the uploaded document.

1. General

- a. In CM/ECF, go to the **Utilities** menu.
- b. Select **Pay Miscellaneous Fees**, then the type of request.
- c. Confirm the correct fee type and amount are displayed before selecting a quantity (if applicable) and uploading a document that explains the nature of the request with current contact information.
- d. Attach additional supporting documents as needed.

Note: Separate requests require separate transactions. Combining multiple requests into a single transaction will be rejected by the Clerk's Office.

- e. Click the **Pay Now and Submit** button to proceed to Pay.gov. Users have the option of using the PACER billing information already on file or inputting new payment information.
- f. The Clerk's Office will request additional information as needed.

2. Copy Fees

Although copy requests are also processed the same as other requests, please contact the Clerk's Office first to obtain the quantity of pages before submitting a fee for copy services.

f. Email records@cafc.uscourts.gov with the following information

- Case number
- Identifying document information (docket number, party filer, date filed, document title)
- Contact information

g. Once the user receives the payment information from the Clerk's Office, complete the [miscellaneous fee process](#).

G. Update My Account

The only change users can make on this screen is to the **Show PDF Header** option at the bottom. This determines whether header information (such as case number, page count, etc.) is shown on the docket report and other PDF documents. If users change the **Show PDF Header** option, users must click the **Save** button.

If you need to change other account settings, click the **Edit My Information** button to open a new window at the PACER Service Center (PSC) site.

VII. Additional Resources

A. Online Resources

1. Filing Resources

The Clerk's Office has created several resources to supplement these procedures and to assist counsel and parties with cases before this court.

These resources are available on our website at <http://www.cafc.uscourts.gov/contact/clerks-office/filing-resources>.

2. Tutorials

The PACER Service Center has created the following generic training modules to assist electronic filers with using NextGen CM/ECF.

a) Account Maintenance

- [Attorney Accounts](#)
- [Maintenance Tab](#)
- [PACER Administrative Account \(PAA\)](#)

b) Using NextGen CM/ECF

- [Introduction to Appellate NextGen CM/ECF](#)
- [File a Motion in Appellate NextGen CM/ECF](#)

3. General Information

- [PACER User Manual](#)
- [NextGen CM/ECF](#)

B. User Support

Topic	Contact Information
Account Maintenance	PACER Service Center 800-676-6856 http://www.pacer.gov/
Account Registration (PACER or Electronic Filing)	PACER Service Center 800-676-6856 http://www.pacer.gov/
Filer Access and Bar Admissions (after PACER account creation)	accountservices@cafc.uscourts.gov 202-275-8000
Filing or Procedural Questions	202-275-8055
General Questions	202-275-8000
Technical Questions	ecfhelp@cafc.uscourts.gov 202-275-8000

Additional Clerk's Office contact information is available on our website at <http://www.cafc.uscourts.gov/contact/clerks-office>.

VIII. Motion Reliefs

The following is an alphabetical listing of all reliefs available when filing a [motion](#), as well as an explanation of the relief.

Relief	Explanation
additional time at oral argument	Use to request additional argument time at oral argument.
allow argument	Use to request argument in a case.
allow costs	Use to request that costs be permitted under FRAP 39 and FCR 39. This can be used if either the court did not authorize costs in the case or if certain requested costs would not ordinarily be taxable (e.g., shipping).
allow e-filing	Use to request electronic filing privileges.
attorney fees and expenses	Use to request attorney fees under FCR 47.7. <i>Note:</i> Equal Access to Justice Act fee requests must be submitted using the relief EAJA attorney fees and expenses .
clarify	Use to request clarification from the court.
consolidate appeals	Use to request consolidation of specified related cases (<i>Note:</i> the cases would be briefed and argued jointly). Such a motion should be filed in all cases that would be newly consolidated.
continue stay	Use to request that a case continue to be stayed.
correct/supplement	Use when seeking to correct or supplement a document that already appears on the Federal Circuit's docket report. Also use to request that the record be supplemented.
deconsolidate appeals	Use to request the deconsolidation of a currently consolidated set of cases. The motion must specify which cases are to be deconsolidated, and what the relationship between the deconsolidated cases should be (e.g., proceed as stand-alone cases, as companion cases, or consolidated into subsets). The motion must be submitted in the lead case only.
dismiss appeal pursuant to FRAP 42(b)	Use to request voluntary dismissal under FRAP 42(b).
disqualify	Use when moving to disqualify an attorney or law firm from a case.

Relief	Explanation
EAJA attorney fees and expenses	For filing Form 20. Use to request attorney fees under the Equal Access to Justice Act. <i>Note:</i> Other attorney fee requests must be submitted using the relief attorney fees and expenses .
exempt from electronic filing	Use to request that a specific attorney filer, a given document, or the case in general be exempt from electronic filing under FCR 25(c)(1)(I).
expedite briefing	Use to request an expedited briefing schedule, and include a proposed schedule. <i>Note:</i> Also select expedite hearing as a second relief if seeking an expedited hearing.
expedite hearing	Use to request an expedited hearing. <i>Note:</i> Also select expedite briefing as a second relief if seeking expedited briefing .
expedite other	Use for any other expedited requests.
extend time to file a response to en banc or rehearing petition	Use to request an extension of time for a response to a petition for rehearing or en banc hearing, or to request leave to file a response out of time.
extend time to file appendix	Use to request an extension of time for an appendix or supplemental appendix, or to request leave to file an appendix out of time.
extend time to file brief	Use to request an extension of time to file any type of brief, or to request leave to file a brief out of time.
extend time to file other	Use to request an extension of time for all other documents not covered by the other extension reliefs (including requests for leave to file a document out of time).
extend time to file petition for rehearing	Use to request an extension of time to file a petition for panel rehearing or rehearing en banc, or to request leave to file a petition out of time.
extend time to file petition for rehearing/en banc	Use to request an extension of time to file a petition for panel rehearing or rehearing en banc, or to request leave to file a petition out of time.
hear case before the same merits panel	Use to request that a case be heard by the same panel of judges as a prior related case.
in camera proceedings	Use to request that argument occur in a sealed courtroom to allow for inclusion of confidential material.

Relief	Explanation
issue mandate	Use to request that the court issue the mandate immediately.
leave to file a response/reply	Use to request leave to respond or reply to a document that does not allow for a response/reply under the Rules.
leave to file amicus brief on en banc or rehearing petition	Use to request leave to file a brief as an amicus curiae on a petition for hearing en banc or petition for rehearing under FCR 35(g) and 40(g). <i>Note:</i> The brief may not be uploaded as an attachment to the motion and must instead be filed using the Brief/Appendix or Joinder event.
leave to file an amicus curiae brief	Use to request leave to file a brief as an amicus curiae under FRAP 29(a)(3). <i>Note:</i> The brief may not be uploaded as an attachment to the motion and must instead be filed using the Brief/Appendix or Joinder event.
leave to file supplemental appendix	Use to request leave to file a supplemental appendix. <i>Note:</i> A motion is not required to file a supplemental appendix under FCR 30(e) or 30(f).
leave to file supplemental brief	Use to request leave to file a supplemental brief or sur-reply brief, or to request a supplemental briefing schedule.
leave to intervene	Use to request leave to intervene.
leave to proceed in forma pauperis	Access to the document is restricted and is only available to users associated with the case.
lift injunction	Use to request that an underlying injunction be lifted pending appeal under FRAP 8 or 18. <i>Note:</i> If the Federal Circuit has not yet docketed the case, a motion under this rule must be filed under Utilities → Submit New Case .
lift stay	Use to request that a stay of a case be lifted. Also use to request that an underlying stay be lifted pending appeal under FRAP 8 or 18. <i>Note:</i> If the Federal Circuit has not yet docketed the case, a motion under this rule must be filed under Utilities → Submit New Case .
limited remand	Use to request a partial remand of the case to the originating court/agency. <i>Note:</i> To request a remand of the entire case, use the relief terminate appeal .
modify protective order	Use to request modification of a protective order.

Relief	Explanation
modify the official caption	Use to request non-typographical or otherwise substantive changes to the official caption, such as a missing party or party name change. (Note: A request to substitute parties should use the relief substitute party .)
other relief	Use this relief when no other relief applies. Note: If there is uncertainty as to whether a different relief should apply, please contact the Clerk's Office.
reactivate appeal under FRAP 4(a)(4)	Use to request that the court reactivate a case under FRAP 4(a)(4), following disposition of pending post-judgment motions.
recall mandate	Use to request that the court recall the mandate, if it has already issued.
reconsider order	Use to request that the court reconsider an order. Note: if requesting reconsideration of an order terminating a case, also select the relief reopen case .
reconsider order en banc	Use to request that the court reconsider an order en banc. Note: If requesting reconsideration of an order terminating a case, also select the relief reopen case .
recuse judge	Use to request that a given judge not be assigned to a merits/motions panel.
reissue as precedential	Use to request that the court reissue a decision or order as precedential under FCR 32.1(e).
reopen appeal	Use to request that a case be reinstated.
reschedule argument	Use to request rescheduling of an already-scheduled oral argument.
sanction	Use to request that the court levy sanctions on an attorney or party.
schedule oral argument	Use to request a specific date/time for oral argument to be held.
seal case	Use to request that a case be sealed.
seal document	Use to request restricted access to a document.
set briefing schedule	Use to request a briefing schedule that is different from the schedule required by the Rules or ordered by the court. Note: If requesting an expedited briefing schedule, use the relief expedite briefing .
stay appeal	Use to request that a case be stayed.
stay mandate	Use to request that issuance of the mandate be stayed.

Relief	Explanation
stay pending appeal – Rule 8/18	Use to request stay of an underlying order/case pending appeal under FRAP 8 or 18. <i>Note:</i> If the Federal Circuit has not yet docketed the case, a motion under this rule must be filed under Utilities → Submit New Case .
strike document	Use to request that a document be stricken in whole or in part. <i>Note:</i> A motion to strike must be included in a responsive brief if one is authorized or if leave is obtained under FCR 27(e) and may not take the form of a separately filed motion.
substitute party	Use to request substitution of one or more parties in a case. <i>Note:</i> To reflect a party name change in the official caption, use the relief modify the official caption .
summary affirmance	Use to request that a case be summarily affirmed.
take judicial notice	Use to request that the court take judicial notice.
temporary injunction pending appeal	Use to request a temporary injunction pending appeal under FRAP 8 or 18. <i>Note:</i> If the Federal Circuit has not yet docketed the case, a motion under this rule must be filed under Utilities → Submit New Case .
terminate appeal	Use to request termination of a case or set of consolidated cases. The motion must specify all case number(s) to be terminated. <i>Note:</i> Use the relief summary affirmance for summary affirmance of a case, and dismiss appeal pursuant to FRAP 42(b) for voluntary dismissal requests.
transmit physical exhibits	Use to request transmission of physical exhibits from the underlying court/agency to the Federal Circuit.
treat as companion case	Use to request that specified related cases be scheduled for oral argument on the same day before the same merits panel. (<i>Note:</i> The cases would not be consolidated and would still be briefed and argued separately). Such a motion should be filed in all cases that would be made companions.
unseal	Use to request the unsealing of either a case or a document.
vacate	Use to request that the court vacate an order or decision.

Relief	Explanation
waive confidentiality requirements	Use to request waiver of confidentiality requirements for a brief under FCR 28(d) or motion under FCR 27(m).
waive fees	Use to request waiver of a required fee under FCR 52. <i>Note:</i> motions for leave to proceed in forma pauperis must be filed under the event Motion for Leave to Proceed in Forma Pauperis , which is a restricted-view event.
waive oral argument	Use to request that a case be submitted on the briefs instead of argued orally.
waive other requirement	Use to request waiver of a requirement only if no other waive requirement relief applies.
waive requirements of brief or appendix	Use to request waiver of a requirement of a brief or appendix. <i>Note:</i> If requesting waiver of a confidentiality requirement under FCR 28(d), select the relief waive confidentiality requirements .
waive requirements of Rule 27(f)	Use to request waiver of FCR 27(f), which requires that parties may not file a motion to dismiss or remand an appeal if the appellant/petitioner has already filed its brief. <i>Note:</i> The relief terminate appeal must also be selected if the body of the motion provides grounds for dismissal/remand.
withdraw attorney	Use to request that an attorney appearing in the case be withdrawn as counsel under FCR 47.3(c)(5). <i>Note:</i> Government attorneys are not required to file a motion.
withdraw document	Use for a party who filed the document to request that the filing be withdrawn.
withdraw party	Use to withdraw a party from the case. This relief should not be used instead of dismiss appeal pursuant to FRAP 42(b) .

IX. Revision Control

Version	Summary of Changes	Date
2.0	Superseding all prior versions following the implementation of NextGen CM/ECF 1.2	3/23/2018
2.1	Clarified the limits on accessing confidential or sealed documents through the Notice of Docket Activity (§ IV.A.17); added new sections on word/line certificate of compliance, corrected briefs, and combined briefs, (§ IV.E); added new section explaining the Clerk's Office non-compliance procedure (§ IV.K); updated technical question support options (§ VII.B); removed "pro hac vice" as an available relief, clarified the use of the correct/supplement and extend time to file reliefs, corrected the withdraw party relief (§ VIII); changed "pro se" to "unrepresented" (throughout)	8/10/2018
2.2	Inserted Response to Notice to Advise of Scheduling Conflicts (§ IV.G); revised Response to Notice of Oral Argument procedure following revision of argument notices (§ IV.H); renumbered remaining sections.	10/22/2018
2.3	Revised briefs filing procedure (§ IV.E) following the discontinuation of the brief "tendering" practice (§ IV.E); revised instructions for the Response to Notice of Oral Argument (§ IV.H).	12/1/2018

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